

**Director of Parish Services
Sacred Heart Parish
Oxford, Pennsylvania 19363**

Sacred Heart Parish in Oxford, Pennsylvania, located in the Archdiocese of Philadelphia, is seeking a Director of Parish Services. This part-time staff person reports directly to the pastor while collaborating with other parish staff members. The candidate must be a practicing Catholic, in good standing with the Church, and committed to the authentic teachings of the Catholic Church.

Main Responsibilities

Maintain the parish event calendar and schedule all parish events
Coordinate the celebration of baptisms, weddings, and funerals (e.g., arrange for sacristans, altar servers, etc.).
Maintain and update the parish data base (e.g., parish registrations, communion call list).
Maintain all parish sacramental records (i.e., Baptism, First Communion, Marriage, Confirmation, Sacrament of the Sick, Death)
Supervise the office volunteers
Maintain and Coordinate Assignment of Campus Key
Sort Office Mail
Coordinate the parish outreach to those in need (e.g., Christmas tree giving)
Prepare the weekly parish bulletin and submit it to the publisher by the deadline
Manage and update the parish website and parish Facebook page
May include infrequent assistance in the evenings or weekends (e.g., parish meetings, major parish events)

Qualifications

Strong interpersonal, communication, and organizational skills
Maintain an appropriate degree of personal decorum, confidentiality, and professionalism in attire and in interactions with others
Knowledge of Microsoft Office, including Word, Excel, Publisher, and skills to navigate data based programs (i.e., PDS)
Knowledge of social media platforms
Experience in working in an office environment

Interested candidates should send a cover letter and resume to the attention of:

Reverend Joseph T. Shenosky Phone: (610) 932-5040
Sacred Heart Parish Email: info@sacredheart.us
203 Church Road
Oxford, PA 19363